



*Embassy of the United States of America*

Guatemala  
March 15, 2017

To: Prospective offeror

Subject: Request for Quotation (RFQ) **SGT50017Q0033**

Enclosed is a Request for Quotation (RFQ) for the acquisition of: **Production and Broadcasting of Radio Spots**, as detailed in the attached statement of performance. If you would like to submit a quotation, please read all documents attached and complete items 11, 13, 14 and 15 of the SF 18 form; additionally add your formal quotation and a copy of your business license (patente de comercio) and submit it ONLY to:

[Guatemalabids@state.gov](mailto:Guatemalabids@state.gov)

Evaluation Criteria for award: The U.S. Government intends to award a purchase order to the responsible company submitting the Lowest Price Technically Acceptable (LPTA). We intend to award a purchase order based on initial quotations, without holding discussions, although we may clarify such requirement with companies in the competitive range if there is a need to do so.

**Pricing should not include IVA.** IVA should be listed in the quotation as a separate line item.

Questions are due on March 21, 2017. **Quotations are due by March 29, 2017 by 17:00 hours.** You will receive an automatic response from the [Guatemalabids@state.gov](mailto:Guatemalabids@state.gov) inbox once your bid has successfully been received. Email bids should not contain attachments greater than 10MB in size, or they may be refused by the system.

Sincerely,

Aaron Truax

Contracting Officer

List of attachments:

Invitation Letter

Standard Form 18 (RFQ)

Solicitation Package –Statement of Performance

Clauses incorporated by reference